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Assistant Secretary of Defense
Washington 25, D. C.

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Oct 5 1955

Supply and Logistics

MEMORANDUM FOR THE ASSISTANT SECRETARY OF DEFENSE (PROPERTIES & INSTALLATIONS)
ASSISTANT SECRETARY OF THE ARMY (LOGISTICS)
ASSISTANT SECRETARY OF THE NAVY (MATERIAL)
ASSISTANT SECRETARY OF THE AIR FORCE (MATERIEL)
DIRECTOR, NATIONAL ADVISORY COMMITTEE FOR AERONAUTICS
DIRECTOR, CENTRAL INTELLIGENCE AGENCY
ADMINISTRATOR, CIVIL AERONAUTICS ADMINISTRATION

SUBJECT: Activating Initial Staff of the Supply and Logistics
Office of the Delegate

In accordance with the provisions of the Emergency Priorities and Allocations Manual, Section 7-1, which calls for the assignment of a qualified officer or civilian (and a secretary) to the Supply and Logistics Office of the Delegate, it is requested that the departmental staff representative be designated so that this group may be activated for participation in the next alert or exercise.

Such participation will, no doubt, be confined to a short briefing period unless active participation in actual problems is called for by the responsible office.

Should an alternate location be made available, the group will be notified of the location; otherwise, they will report to a designated conference room or office within the Pentagon. In either event, notification will be given to the designees by this office.

The name, (rank-title), room number, telephone extension, security clearance, home address and telephone number should be included for your staff designee and should reach this office no later than 21 October 1955.

/s/

R. C. LANPHER, JR.
Deputy Assistant Secretary of Defense
(Supply and Logistics)